



# TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

## Town Administrator Report January 27, 2020 Select Board Meeting

### 1. Agenda

- a. See attached, [2020-01-27](#)

### 2. Appointments

- a. Deliberative Session Preparation
  - i. Moderator, Ron St. Jean
  - ii. Town Clerk, Kim Kerekes
  - iii. Proposed Schedule
    1. See attached, [Proposed Deliberative Session Schedule – 200125](#)
- b. Transfer Station and Recycling Center Review Committee – **Vote**
  - i. During the Transfer Station and Recycling Center budget presentation, Erin Paradis presented a preliminary analysis and sought support to formulate an advisory committee to perform an in-depth review of the Transfer Station and Recycling Center.
  - ii. The Deadline to apply for appointment was Wednesday, January 22<sup>nd</sup> at noon. We received five interested applicants.
    1. See attached, [Application for Appointment – Peter Royce](#)
    2. See attached, [Application for Appointment – Bob Lenzi](#)
    3. See attached, [Application for Appointment – Richard Spinale](#)
    4. See attached, [Application for Appointment – Doug Winter](#)
    5. See attached, [Application for Appointment – Michael Amenti](#)
  - iii. The Board is asked to appoint the Transfer Station and Recycling Center Review Committee citizen members.
  - iv. Erin Paradis and Darlene Harris will participate as staff members.
  - v. The Board is asked to consider appointing a Select Board representative.
- c. Planning Board
  - i. Robert Pimpus has resigned from the Planning Board. The Planner has recommended appointing Rondi Boyer (current alternate) as a full member.
- d. Conservation Commission
  - i. Thomas Smith
    1. See attached, [Application for Appointment – Thomas Smith](#)

### 3. Review of Minutes – **Vote**

- a. See attached, [Minutes 2020-01-06](#)
- b. See attached, [Minutes 2020-01-16](#)



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### 4. Old Business

#### a. Goodwill Expansion Project

##### i. Summary:

##### 1. Haley

a. Purchase of Map 240, Lot 7 and Map 249, Lot 18 for \$220,000

i. Using a portion of the \$240,000 in approved grants

ii. Using a portion of the \$40,000 from the Conservation Fund if necessary

b. Conservation Easement to be held by SELT

##### 2. Rubenstein

a. Acquire Map 240, Lot 6 and pay closing costs

b. Conservation Easement to be held by SELT

##### 3. Panish

a. Accept Conservation Easement to be held by the Town

##### 4. Conservation Easements

a. Funding the administrative costs associated using a portion of the \$240,000 in approved grants and a portion of the \$40,000 from the Conservation Fund if necessary

##### ii. Previous Votes:

##### 1. January 7, 2019

a. Select Board voted to accept \$240,000 in grants

b. See attached, [Minutes 190107](#)

##### 2. January 14, 2019

a. Select Board voted to pay Rubenstein closing costs from Conservation Fund (Conservation Commission also made this vote on 1/17/19)

b. See attached, [Minutes 190114](#)

##### 3. January 17, 2019

a. Conservation Commission voted to proceed with the Haley/Panish/Rubenstein projects to include land and conservation easement acquisition. Funding of \$240,000 in grants and up to \$40,000 from the Conservation Fund.

b. Conservation Commission voted to pay closing costs for Rubenstein

c. See attached, [Minutes 190117](#)

##### 4. March 11, 2019

a. Select Board voted to authorize taking ownership of the Haley properties (Map 240, Lot 7 and Map 249, Lot 18) and place them in a conservation easement held by SELT

b. Select Board voted to authorize taking ownership of the Rubenstein property (Map 240, Lot 6) and place it in a conservation easement held by SELT

c. Select Board voted to authorize placing Town-owned parcel (Map 240, Lot 5) in a conservation easement held by SELT



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- d. Select Board voted to authorize holding a conservation easement on 12 acres of the Panish property (Map 249, Lot 19)
- e. See attached, [Minutes 190311](#)
5. July 22, 2019
  - a. Select Board voted to authorize the purchase and sale for the Haley properties
  - b. See attached, [Minutes 190722](#)
6. January 6, 2020
  - a. Select Board voted to authorize taking ownership of the Haley properties (Map 240, Lot 7 and Map 249, Lot 18) and place them in a conservation easement held by SELT using \$222,000 from the Conservation Fund which is expected to be reimbursed by grants.
  - b. Select Board voted to approve the updated Goodwill Conservation Easement Deed Amendment.
  - c. Select Board voted to approve, with amendments, the Goodwill Trust Conservation Easement 2019 Amendment – Interim Baseline Documentation Report.
  - d. See attached, [Minutes 200106](#)
- iii. Pay SELT Amendment Costs – **Vote**
  1. The Select Board is asked to consider authorizing the expenditure of \$53,035 from the Conservation Fund to cover Southeast Land Trust expenses for updating the conservation easement deed for the Goodwill project. All or part of the funds are expected to be reimbursed with grants.
  2. The Conservation Commission voted on January 16<sup>th</sup> to authorize the expenditure.
    - a. See attached, [Conservation Commission Minutes – 200116](#)
  3. The details of the \$53,035 can be found in the attached Letter of Agreement.
    - a. See attached, [LOA SELT and Barrington 2019-05-06 SIGNED](#)
  4. The Select Board is asked to consider authorizing the \$53,035 expenditure.
- b. Compensation Study Results and Implementation – **Vote**
  - i. In April of 2019, the Select Board began a compensation study process to review employee wages and benefits. This process included a wage/benefit survey of comparable municipalities, an employee presentation/meeting, a review of all job descriptions, a review of all completed employee questionnaires, employee interviews (as requested), and a comprehensive analysis. The results of the compensation study showed that, in general, wages were low and two portions of employee benefits (earned time and the Flexible Spending Account contribution) were generous when compared to the labor market.



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1. See attached, [Barrington Compensation Study Report – 2020](#)
- ii. Wages
  1. The Compensation Study Report used a variety of internal and external data to propose the classification of positions found in Appendix B.
  2. The proposed classification/grades correspond to the proposed new pay plan/wage matrix found in Appendix C. This wage matrix retains 13 steps but with greater range spread to match the labor market.
  3. Comparing the existing wage ranges for positions with the proposed wage ranges, the average increase of the minimum wage is 9.76%; the average increase of the maximum wage is 19.88%.
  4. The impact on employees is a 3% minimum wage increase with an average wage increase of 8.77%.
  5. The 2020 budget impact to implement the recommendation of the Compensation Study Report (as supported by the Compensation Study Task Force) is approximately \$38,000 (\$32,500 in wages and \$5,500 in benefits).
- iii. Benefits
  1. Flexible Spending Account
    - a. Many municipalities make Flexible Spending Accounts (FSA) available to employees to deposit pre-tax funds for approved purchases. None of the municipalities surveyed made employer contributions to the employee FSA accounts. Barrington currently deposits \$400 in each employee's account annually. This practice was instituted prior to offering dental insurance as a way to provide funds towards dental insurance. Barrington now pays 50% full-time employees' dental insurance premiums.
    - b. Barrington will continue to make the FSA available to employees.
    - c. The 2020 budget impact to eliminate the \$400 FSA contribution would be approximately \$12,000.
  2. Earned-Time Accrual
    - a. The Compensation Study Report indicated that Barrington offers more paid time off than the labor market. An in-depth review found that Barrington could match the labor market by creating a new earned-time earning category for employees in their 0-5 years of service. The proposed earning (based on 2,080 hours) would be:
      - i. 0-5 Years 17 days (was 22) (labor market 16)
      - ii. 6-10 Years 22 days (was 27) (labor market 21)
      - iii. 11-15 Years 27 days (was 32) (labor market 26)
      - iv. 16+ Years 32 days (labor market 28)



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- b. All active employees are proposed to remain earning at their current accrual rate and advance to the next earning rate based on the updated earning schedule.
  - c. All employee hired on or after April 6, 2020 would start earning earned-time at 17 days per year rate.
  - d. This earned-time adjustment will not have a direct budget impact but will contribute to increased employee productive time. This adjustment aligns Barrington's paid time off accrual with the labor market.
3. Earned-Time Buy-Out
- a. The earned-time buy-out benefit available to Barrington employees is slightly generous as compared to the labor market. In order to align the buy-out schedule with the labor market, the following earned-time buy-out schedule is proposed, based on hours accrued within a year:
    - b. Group 1 Employees
      - i. 0-5 Years 10%
      - ii. 6-10 Years 30%
      - iii. 11+ Years 60%
    - c. Group 2 and Salaried-Exempt Employees
      - i. 60%
    - d. These proposed changes in earned-time buy-out would be effective April 6, 2020 for all employees.
    - e. The 2020 budget impact to adjust the earned-time buy-out schedule is estimated at \$15,000 (25% reduction in earned-time buy-out).
  - iv. 2020 Budget Impact
    1. The net impact to the 2020 budget is estimated to be an increase of \$11,000 (\$38,000 - \$12,000 - \$15,000 = \$11,000). There will be an additional wage impact of approximately \$10,000 in the 2021 budget based on full implementation of the wage changes.
  - v. The Compensation Study Task Force has reviewed the results of the Compensation Study and the proposed adjustments to wages and benefits. The Compensation Study Task Force unanimously recommends adopting the Compensation Study, methodology, and recommendations as presented.
  - vi. If the recommendations are adopted by the Select Board, individualized employee reports will be prepared prior to the April 6, 2020 implementation which will detail the individual impact of the changes.
  - vii. The New England Police Benevolent Association union members are currently under contract through March of 2021. The proposed adjustments will not affect the existing labor contract. Any mid-contract adjustments between the Town and the union would require mutual agreement.
  - viii. The Select Board is asked to consider adopting the Compensation Study, methodology, and recommendations as presented.



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### 5. New Business

#### a. Recreation Building Addition – **Vote**

- i. The Recreation Department and Recreation Commission continue to evaluate and consider options for the space constraints they experience. While considering the options available, one consideration was an addition to the Gym for a lobby and office space. This would expand out from the main entrance doors into the parking lot. This consideration is in the early stages and the Recreation Department/Commission would like to know if the Select Board was willing to consider that option. The project is planned to be funded by the Recreation Revolving Fund.
- ii. The addition is proposed to be approximately 65' x 24'. The space would include office storage, welcome desk/Administrative Assistant, workspaces for seasonal staff/site supervisors, and three offices for the Director, Assistant Director, and Program Coordinator.
- iii. What questions or additional information might the Select Board have prior to advertising an RFQ for design-build services?
- iv. Is the Select Board open to considering an addition to the facility at 105 Ramsdell Lane?

#### b. Madbury Cooperative Services Committee

- i. See attached, [Madbury Cooperative Services Committee Letter – 200103](#)
- ii. In the news, [Foster's: Madbury Cooperative Services Committee](#)

### 6. January Work Anniversaries

- a. Amy Doherty • Finance Officer • 1 Year

### 7. 2019 Select Board Goals

- a. See attached, [Select Board Goals – Approved May 6, 2019](#)
- b. See attached, [Select Board Goal and Budget Analysis – August 12, 2019](#)

### 8. Upcoming Meetings/Events

- a. February 1, 2020 – Deliberative Session (Barrington Middle School)
- b. February 10, 2020 – Select Board Meeting
- c. February 24, 2020 – Select Board Meeting
- d. March 9, 2020 – Select Board Meeting
- e. March 10, 2020 – Town Voting Day